

INSTRUCTIONS FOR MAKING SUPPORT PAYMENTS THROUGH  
THE CLEARINGHOUSE

NON IV-D (PRIVATE CASES)

Until the Order of Assignment becomes effective with an employer and monies are actually deducted from the paycheck and directed to the Clearinghouse, it shall be the responsibility of the parent obligated to pay support to personally pay the support through the Clearinghouse as ordered by the Court. The payer should coordinate with the payroll office as to when deductions will start. The Clearinghouse is not responsible for returning overpayments.

Support payments and support payment handling fees made personally must be paid as follows:

1. Make all checks payable to: Clearinghouse
2. Mail only payments (not correspondence) to: Clearinghouse  
P.O. Box 52107  
Phoenix, AZ 85072-2107
3. All checks must show the **ATLAS case number** and the **payer's name** to ensure positive identification and receive proper credit. Your ATLAS number may be on your order or you may call (602) 506-3762 to obtain the ATLAS number.
4. Checks lacking required information, as indicated in #3, must be researched. This could result in disbursement being delayed.
5. In addition to the court ordered amount, \$2.25 shall be paid monthly to cover the cost and handling of support payments (ARS §25-510).
6. Any change of employer or residential address must be submitted to the Clerk of Superior Court in writing within 10 days at the addresses provided below. Failure to notify the Clerk of these changes may be considered contempt of court (ARS §25-322). Send changes to:  
Clerk of Superior Court  
Support Services  
201 W. Jefferson  
Phoenix, AZ 85003  
or FAX (602) 506-1937
7. Any correspondence regarding your Order of Assignment or related to your support payments should be directed to the addresses in #6.
8. Payments may be considered a gift and may accrue support arrearages if payments are made directly to the obligee and the order requires payment through the Clerk of the Superior Court/Clearinghouse.
9. Forms are provided by the Self-Service Center, (602) 506-SELF (7353), for voluntary payroll deduction (Order of Assignment) of child support and/or spousal maintenance.
10. To stop an active Order of Assignment when the obligation is no longer owing, you must initiate the action to stop the Order of Assignment. Forms to initiate the action are provided by the Self-Service Center, on the Internet: <http://www.superiorcourt.maricopa.gov/ssc/sschome.html>, or at 101 W. Jefferson, 1st Floor, Phoenix, 222 E. Javelina, 1st Floor, Mesa, and 14264 W. Tierra Buena, Surprise.

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5. In addition to the court ordered amount, \$2.25 shall be paid monthly to cover the cost and handling of support payments (ARS §25-510).
6. Any change of employer or residential address must be submitted to the Clerk of Superior Court or Clearinghouse in writing within 10 days at the addresses provided below. Failure to notify the Clerk or Clearinghouse of these changes may be considered contempt of court (ARS §25-322). Send changes to:

Employer Change: Clearinghouse c/o DCSE P.O. Box 40458 Phoenix, AZ 85067 or FAX (602) 253-4206	Address Change: Clerk of Superior Court Support Services 201 W. Jefferson Phoenix, AZ 85003 or FAX (602) 506-1937
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